

Job Title: Administrative Assistant
Department: County Auditor
Location: Hempstead, Texas

Position Available Immediately
Max Salary \$20.60/hour
Commensurate with experience

SUMMARY

The Administrative Assistant for Waller County performs clerical duties related specifically to the operations of the Auditor's office.

SUPERVISION RECEIVED

Works under the general supervision of the County Auditor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general clerical functions and provide support to other office personnel.
2. Scanning of all accounts payable invoices and related backup into financial software system.
3. Perform analytical reviews of financial information.
4. Manage the service window, which includes assisting county employees with various tasks.
5. Perform various reconciliations and/or reviews of reconciliations performed by other departments.
6. Answers and directs phone calls and visitors, takes messages and provides information.
7. Manage the filing system and record retention which includes the shredding of obsolete files.
8. Ability to prioritize work obligations to meet deadlines.
9. Various other special projects as determined by the County Auditor
10. Demonstrates strong communication skills.
11. Highly organized and self-starter.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

1. High School Graduate or GED; Additional courses related to finance and accounting preferable.
2. A minimum of three years of increasingly responsible secretarial and clerical experience.

OTHER SKILLS AND ABILITIES

Extensive software experience that includes Microsoft office suite (i.e. email, word, excel), Tyler Technology and other database programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work. Computational accuracy and understanding are required. Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and others within the County.

Applicants must submit a cover letter, resume that includes references, and a County employment application to Alan Younts by email at a.younts@wallercounty.us by mail or in person at 425 FM 1488, Hempstead Texas 77445, Suite 119. All completed documents are required. Not all applicants will be interviewed or contacted. Waller County is an equal opportunity employer.